



## Minutes for CCAC Meeting

Date of Meeting: December 13, 2006
Name of Committee: CITY CENTER ADVISORY COMMISSION
Notes taken by: Doreen Laughlin, City Administrative Specialist II
Called to order by: Chairman Carl Switzer
Meeting Began: 6:35PM
Meeting Adjourned: 9:00PM
Commissioners Present: Carolyn Barkley; Gretchen Buehner; Alexander Craghead; Lily Lilly; Alice Ellis Gaut; Suzanne Gallagher; Roger Potthoff; Chairman Carl Switzer
Commissioners Absent: Ralph Hughes (Alternate)

**Others Present:** Lisa Olson

**Staff Present:** Ron Bunch, Planning Manager, Phil Nachbar, Senior Planner; Sean Farrelly, Associate Planner; Doreen Laughlin, City Administrative Specialist II

**Agenda Item #1: Welcome and Introductions:** No introductions were necessary as everyone knew each other.

**Important Discussion and/or Comments:** None

**Action Items (Follow-Up or Votes):** None

**Agenda Item #2: Approve Minutes:** It was moved and seconded that the minutes be approved.

**Important Discussion and/or Comments:** None

**Action Items (Follow-Up or Votes):** A vote was taken and the minutes were approved, as is, with one abstention.

**Agenda Item #3: Downtown Goals/Policies for Comp. Plan Amendment (Ron Bunch / Sean Farrelly):** Associate Planner, Sean Farrelly, referred to the draft of 11.1 Downtown Tigard Urban Renewal District (**Exhibit A**).

**Important Discussion and/or Comments:** Farrelly commented that much of the content was pulled from the TDIP (Tigard Downtown Improvement Plan). He said that the policies are meant to be general, long-term statements that will guide the Council for years to come. He said that they will be the legislative intent and basis for planning actions and changes in the Development Code. He noted that the Planning Commission will be the primary recommending body as they will make recommendations to the City Council in terms of changes in the Development Code and the Comprehensive Plan. He further noted that there will be more opportunities for public input and that the CCAC is invited and encouraged to attend the Planning Commission meeting on Monday, February 5<sup>th</sup>. He stated that, hopefully, a final draft will be agreed upon at that time.

Following are some of the comments and/or suggestions made by various commissioners regarding portions of the document as presented:

- Page 1, 4<sup>th</sup> paragraph: refers to a “small amount of residential development, mostly one and two-story apartment buildings” - the suggestion was made that the mobile home park be mentioned.
- Page 5, under “Policies” at 11.1.6: refers to the encouragement of “affordable housing in a high quality living environment” - it was noted that without the mention of a mobile home park, there may not be an accurate description of housing. Farrelly agreed and said that it was an oversight.
- Page 5, 11.2 and a few other places – does not specifically refer to the “Urban Creek” idea. The question was whether that should be mentioned or not. Farrelly noted that it was purposely omitted due to the lack of a feasibility study. He commented further that once the feasibility is determined, it can be added as an action measure.
- 11.3: Re: Transportation issues – doesn’t specifically say that one of the policies should be “connecting the west side of Hwy 99 to the east side” and that the point had been made several times at previous CCAC meetings. Sr. Planner, Phil Nachbar, noted that “alternative access to downtown” was included and that that sort of “catch all” phrase should include it. The comment was made that if the intention is to have connections across Hwy99, it should specifically say that.
- Page 6, 11.A: “Facilitate the Development of an Urban Village” – It was noted that nothing is included about “form-based code” even though this type of code has had much support from the CCAC in recent months. The question was asked as to why it wasn’t included. Planning Manager, Ron Bunch spoke to that question with the following comments:
  - ❖ The policies are “general” by design, so that the flexibility is there to provide the decision makers as much room as needed to work within the genre of designing the Downtown area.



- ❖ He noted that specifics can nest in the action measures.
- Since there will be new commissioners on the CCAC, there needs to be a special effort to get the idea of “form-based code” back on the agenda so that the discussion is not “lost” on the new commissioners.
- Education processes need to be in place for everybody to understand form-based code – not just the new commissioners.

Regarding education & form-based code, the following comments were made by the commissioners:

- ❖ It’s important that a CCAC commissioner be appointed to make the presentation of form-based code to the Planning Commission, as it appears that, for whatever reason, City staff does not seem to embrace the idea for Downtown Tigard.
- ❖ It is very important that the Planning Commission understands the idea of form-based code and how important it is to the CCAC with regard to Downtown.
- ❖ One of the commissioners knows a woman (Laura Hall) who could be of help in the education process & that the CCAC may want to contact her regarding this. Planning Manager, Ron Bunch, noted that to facilitate this they would need to go through a certain process. They would need 3 bids, they would need to figure cost, and they would need to be clear on what this person would be doing.
- ❖ Due to the fact that the Comprehensive Plan is being worked on even now, it is very important that an enthusiastic recommendation be made from the CCAC saying that the commissioners strongly recommend [education about] form-based code.
- Nachbar suggested that the commissioners remain somewhat open as to who will be presenting the information regarding form-based code.
- Comments were made about sustainability and permanence. Ron Bunch spoke to the sustainability issue with the following comments:
  - ❖ Sustainability is important and should be encouraged. Ways to incentivize<sup>1</sup> people regarding sustainability without “requiring” it of them will be key.
  - ❖ Codes need to be consistent with policies.
- A comment was made that it appears that reasons are thought of as to why something *can’t* be done when, in fact, the world moves forward on the basis of finding the one reason why something *should* be done and figuring out how to make it work.
- Language should be included that addresses the topic of sustainability that doesn’t “require” but strongly encourages it.
- Page 7 D. “Other Action Measures” – informational updates should be made not only with the public but also with investors in the development community.
- Page 5, 11.2.2: Should be changed to “public use area” rather than “public area”.
- A commissioner suggested that an “11.2.3” policy be added concerning restoration of existing park and wetlands. Ron Bunch summed up the suggestions that a policy (11.2.3) be made to say something to the effect of “Development of Downtown shall

<sup>1</sup> Merriam Webster def: to provide with an incentive <would *incentivize* employees with stock options>

be consistent with the needs to protect and restore the functions and values of a wetland and riparian area within Fanno Creek Park.” All agreed that that was a good summarization.

- Page 4 at the top: Suggestion was made that “and Metro” be added to the last sentence.

### **Action Items (Follow-Up or Votes):**

Regarding a practitioner coming out to speak about form-based code, the following formal recommendation was moved, seconded and passed to go to staff: *“There is a need to explore, and ultimately arrange for, a form based code practitioner to make a presentation to the CCAC, Planning Commission, City Council, Planning staff and any interested members of the public, to educate people about form based code and to look at the feasibility of implementing this form based design in Downtown -preferably by February 5th.”*

### **Agenda Item #4: Fanno Creek Park Master Plan – Selection Committee/Steering Committee representation, RFP Schedule:**

**Important Discussion and/or Comments:** As to the RFP (Request for Proposal) and the Fanno Creek Park Master Plan, Phil Nachbar said he was encouraged by the response. He noted that he’s actively contacting some out-of-state firms that are especially competitive and have expertise in Plaza design.

Some of the following ideas were discussed:

- Question: Why go out-of-state as opposed to local? Answer: All firms will be considered. Some, more than others, have more experience in Plaza design.
- It’s possible that out-of-state firms may possibly link up with local firms.
- The costs will need to be considered. Question: Some firms have great ideas but will these ideas fit into the budget? Answer: This will all be considered in the decision.

As to the Steering Committee – Nachbar referred to a form called “Section 5 – Public Involvement” (**Exhibit B**)

The following comments were made regarding who should be selected as the two CCAC representatives on the Steering Committee:

- Commissioner Carl Switzer agreed to be on the committee and to act as the Committee Chair.
- Commissioner Alice Ellis Gaut was asked if she would consider being the 2nd representative and she agreed to do it.
- Commissioner Lily Lilly agreed to be the alternate.
- The question was raised as to whether there could be another CCAC representative on the Steering Committee. The answer: Nine is a good number for the committee and it’s really too late to try to change the composition of the Committee.
- Lisa Olson indicated an interest in applying for the “Citizen at Large” position on the Steering Committee.



**Action Items (Follow-Up or Votes):**

- Anyone with suggestions as to others who might be qualified and willing to serve on the Steering Committee will advise Phil Nachbar as soon as possible.
- Nachbar will forward Lisa Olson a Steering Committee application.

**Agenda Item #5 [moved to #6]: Annual Report – Draft / Review and Input:** [Taken out of order]

**Important Discussion and/or Comments:** Due to the lateness of the hour, Phil Nachbar very briefly spoke about the draft of the annual report (**Exhibit C**). There was some discussion as to how well written it was.

**Action Items (Follow-Up or Votes):** The CCAC members will read the Annual Report Draft carefully between now and January 10<sup>th</sup>. If there are any comments regarding the report, they should be sent to Chairman Switzer. CCAC members should be prepared to discuss the report at the next meeting.

**Agenda Item #6 [moved to #5]: CCAC Membership – New Appointments Process:** [Taken out of order]

**Important Discussion and/or Comments:** Nachbar presented copies of the Council Agenda Item Summary (**Exhibit D**)

- There was discussion about the two vacant positions on the CCAC and some discussion about paragraph 2 under the “Key Facts and Information Summary” in the Council Agenda Item Summary.
- The question was raised as to whether the CCAC can officially “recommend” people to join the commission. The answer was no, however, it was noted that the CCAC may encourage people who fit the criteria to apply for membership.

**Action Items (Follow-Up or Votes):** Commissioner Lilly moved to nominate Chairman Carl Switzer for a second term as Chair – Commissioner Ellis Gaut seconded the motion. Commissioner Gallagher moved to nominate Commissioner Lily Lilly as Vice Chair – Ellis Gaut seconded. The question was asked if anyone else was interested. Commissioner Craghead said he would consider being Vice Chair. There was no vote at this time.

**Agenda Item #7: Urban Design / Circulation Plan – overview:** Postponed to next meeting.

**Important Discussion and/or Comments:** None

**Action Items (Follow-Up or Votes):** None


**Agenda Item #8: Other Business: Unfinished business/CCAC Meeting Schedule/Commissioner Buehner**

**Important Discussion and/or Comments:**

- **Re: Unfinished business from the last meeting:** There was some discussion as to a possible separate Community Outreach Committee and the role of the CCAC regarding outreach. Commissioner Potthoff informed the commissioners that he'd contacted Assistant City Manager, Liz Newton, and generally discussed citizen commissions and reliance on citizen involvement but hadn't spoken directly about a separate outreach committee. There was further discussion as to the role of the CCAC in "outreach".
- **Re: CCAC Meeting Schedule:** It was discussed, and agreed upon, that a monthly schedule is best at this time and that if another meeting is deemed necessary, it will be scheduled – but the default will be just once a month. The meetings will take place every 2<sup>nd</sup> Wednesday. The CCAC meeting times and places will be published in Cityscape.
- **Re: Commissioner Buehner:** Phil Nachbar congratulated Commissioner Buehner on her election to the City Council and thanked her for her time of service and excellent input into CCAC meetings and discussions. Chairman Switzer and several others added their appreciation and congratulations.

**Action Items (Follow-Up or Votes):**

- The next CCAC meeting will be held on Wednesday, January 10<sup>th</sup>.
- Commissioner Buehner invited everyone to come to the City Council meeting on January 9<sup>th</sup> to witness her swearing in to City Council.

  
Doreen Laughlin, City Admin. Specialist II

ATTEST:   
Chairman Carl Switzer